



**Solicitation Information  
June 26, 2015**

**RFP# 7549709**

**TITLE: High/Medium Voltage Electrical Service Three Year Contract, University of Rhode Island**

**Submission Deadline: Friday July 24, 2015 11:00 am**

Questions concerning this solicitation must be received by the Division of Purchases at [Thomas.bovis@purchasing.ri.gov](mailto:Thomas.bovis@purchasing.ri.gov) no later than **7/6/2015 at 4 PM (LT)** Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

Thomas Bovis  
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **TABLE OF CONTENTS**

Section 1 –Introduction	3
Section 2- Background and Purpose	5
Section 3- Scope of Work	5
General Scope of Work	5
Specific Activities / Tasks	5
Section 4 -Technical Proposal	6
Section 5 -Cost Proposal	7
Section 6- Proposal Submission	7
Section 7 –Evaluation and Selection	8
Attachment	10

## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Department of Facilities Services, is soliciting proposals from qualified firms to provide High and Medium Voltage, Maintenance, Repair and Emergency Response Services, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). The initial contract period will be 3 years, with the option for two – one year renewals.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).

## **SECTION 2: BACKGROUND and PURPOSE**

The University of RI is seeking a dedicated firm to respond to the high/medium voltage maintenance/repair and emergency service needs of the Kingston campus. The Kingston campus consists of 197 buildings totaling over 4 million square feet. National Grid supplies electricity through a dedicated overhead line from the great swamp substation. This service feeds the Kingston Campus master meter and is distributed to (4) university owned and operated substations. These substations and associated high/medium voltage switchgear throughout the campus require dedicated and knowledgeable personnel for service and maintenance. The successful firm(s) will be required to respond to maintenance/repair requests and emergency service calls anytime 24/7 with a one hour response time. An integral understanding of the university distribution system is necessary and the successful firm(s), within the first 6 months of the contract, will be required to study and understand the universities distribution systems.

For information purposes, there are ongoing improvements underway during the next 12 months that include the replacement of substation #1 and #2, and the addition of a new substation #5 where the vendor will require specialized knowledge in order to operate and maintain these systems.

## **SECTION 3: SCOPE OF WORK**

### **General Scope of Work**

The successful contractor(s) will be required to furnish labor, material and equipment necessary for maintenance and repairs to the University's substations, high (34.5KV) and Medium (5KV) voltage cables both overhead and below ground, switches, transformers and other related equipment necessary to ensure reliable operation of the University distribution system.

For clarification, the University will continue to utilize the State Master Price Agreement for low voltage electrical service and repairs. This RFP will not cover low voltage work unless specifically integral to the operation of said equipment such as internal controls for the substation, or connections to transformers, switches, sub-meters etc.

### **Specific Activities / Tasks**

In non emergency situations the contractor will evaluate the requested maintenance/repair tasks and provide cost and procedural estimates for the work prior to commencement of the task. From time to time scheduled outages may be necessary to perform maintenance work. Due to the nature of the institution, these outages may need to occur after hours or on weekends. Outage requests will be handled in accordance with the University's outage request policy to ensure proper notice is given to affected departments.

Response time for emergencies will be (1) hour or less from the time of call at any time of the day or night. The University is a 24/7 operation 365 days a year. Contractor will be required to respond as needed. This includes necessary equipment being available for emergency response.

Additional specific tasks the University will be requiring the vendor to perform are as follows:

1. Evaluate/inspect the existing distribution system
2. Update the existing one-line drawings including identification of feeders, switch configurations and transformer nameplate data.

3. Identify areas within the electrical system for improving reliability and redundancy
4. Assist the Utility Department with developing a preventative maintenance plan.
5. Identify and document all distribution system related equipment. (including nameplate data, age and condition)
6. Assist the Utility department with developing a master plan for replacement of equipment and cables deemed at/near end of useful life.

Note: The additional tasks above will require varying levels of expertise. It is understood that these tasks will be implemented on a T&M basis utilizing personnel described in the Technical Proposal.

There is a \$100,000 cap per project on this contract. For projects over \$50,000 and up to \$100,000; approval from the URI Purchasing Department is required and will be authorized via an Advice of Change to the URI Departments Blanket Purchase Order. The URI Department will submit their requests to the URI Purchasing Department with a written quote. If acceptable, URI Purchasing will issue a Tentative Award letter to the contract vendor to obtain the following before the work can be authorized.

1. Final approval from the MBE Office following submission of an MBE Utilization Plan.
2. Performance and Labor & Payment Bonds.
3. An updated Certificate of Insurance if one is not on file.

**Under no circumstances can project work or invoicing be split to circumvent these thresholds.**

#### **SECTION 4: TECHNICAL PROPOSAL**

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Executive Summary – The executive summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with a broad understanding of the offeror's technical approach and ability.
2. Capability, Capacity, and Qualifications of the Offeror –This section shall include identification of all staff, and/or subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each. (resumes, curricula vitae or statements of prior experience and qualification). As part of the submission the vendor shall demonstrate a minimum of (10) years performing this type of repair and maintenance for an institution of similar size and complexity. All employees that perform work such as terminations and other connections shall have a minimum of two years experience and shall be supervised by an electrician with (10) years experience working on high and medium voltage equipment. Include documentation on the education and or certifications of employees for splicing and termination of medium voltage cable. Include documentation showing experience and training maintaining high voltage to medium voltage substations, switches, transformers and all above ground and below ground cable and connections. List all company owned equipment necessary to perform the services outlined.

Describe backup capabilities. Describe the company's process when responding to emergency service calls.

3. Work plan/Approach Proposed – This section shall describe the offeror's understanding of the University's requirement. The document shall discuss the scope of work, plan to accomplish tasks and capability of performing the listed tasks. The work plan description shall include abilities of the vendor to perform said tasks and describe in further detail, experience and capabilities of the vendor.
4. Previous Experience and Background, including the following information:
  - i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
  - ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position

## **SECTION 5: COST PROPOSAL**

A **separate, signed and sealed**, Cost Proposal reflecting the fee structure proposed for this scope of service. Attached is a table or matrix for specific fees/rates or requested breakdown [if applicable].

## **SECTION 6: PROPOSAL SUBMISSION**

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus (3) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#**" to:

**RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

## RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). In proposal marked “**Original**” only
3. A separate Technical Proposal as described above.
4. A separate, signed and sealed Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Attachment is a guide line. Please include additional cost items in the same format as applicable.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked “original”.

## SECTION 7: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 56 (80%) out of a maximum of 70 technical points. Any technical proposals scoring less than 56 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 56 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).



Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Executive Summary	5 Points
Capability, Capacity, and Qualifications of the Offeror	35 Points
Work Plan and Approach for Specific Activities & Tasks	15 Points
Previous Experience	15 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

## CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

## Attachment

### Cost Portion of Proposal\*

#### First Year 2015-2016

#### Pricing for Personnel Required (Hours are estimates of annual need)

Description	Type	Quantity(hrs)	Unit Price(Hrly Rate)	Total
Electrician	Straight Time	1000		
Electrician	Overtime	400		
Equipment Operator	Straight Time	300		
Equipment Operator	Overtime	100		
General Laborer	Straight Time	200		
General Laborer	Overtime	100		

#### Major Equipment (with Operator as applicable)

Description	Type	Quantity(hrs)	Unit Price(Hrly Rate)	Total
Bucket Truck with operator	Straight Time	200		
Digger/Derrick Truck	Straight Time	200		
Crane	Straight Time	40		
Backhoe	Straight Time	100		
Compressor		100		
Pump		100		
Generator (Site Work Only)	Straight Time	40		

#### Other Equipment, Materials and Overhead & Profit

Materials purchased specifically for a repair will be billed at cost (Copies of Invoices to be provided with job invoice).

Rental equipment will be billed at cost (Copies of Invoices to be provided with job invoice).

Vendor stock (shelf items) will be billed at current market value.

Overhead and Profit is \_\_\_\_\_% for total project (This will be a line item on each invoice and the % will be multiplied by the total cost of the invoice.)

\*Total cost is calculated as the combined lowest hourly rate using 1 hour from each straight time (personnel) category as well as the bucket truck and operator rate, including the % for overhead and profit.

Prevailing Wage Rates Apply per State Requirements

## Attachment

### Cost Portion of Proposal\*

**Second Year 2016-2017**

**Pricing for Personnel Required (Hours are estimates of annual need)**

Description	Type	Quantity(hrs)	Unit Price(Hrly Rate)	Total
Electrician	Straight Time	1000		
Electrician	Overtime	400		
Equipment Operator	Straight Time	300		
Equipment Operator	Overtime	100		
General Laborer	Straight Time	200		
General Laborer	Overtime	100		

### Major Equipment (with Operator as applicable)

Description	Type	Quantity(hrs)	Unit Price(Hrly Rate)	Total
Bucket Truck with operator	Straight Time	200		
Digger/Derrick Truck	Straight Time	200		
Crane	Straight Time	40		
Backhoe	Straight Time	100		
Compressor		100		
Pump		100		
Generator (Site Work Only)	Straight Time	40		

### Other Equipment, Materials and Overhead & Profit

Materials purchased specifically for a repair will be billed at cost (Copies of Invoices to be provided with job invoice).

Rental equipment will be billed at cost (Copies of Invoices to be provided with job invoice).

Vendor stock (shelf items) will be billed at current market value.

Overhead and Profit is \_\_\_\_\_% for total project (This will be a line item on each invoice and the % will be multiplied by the total cost of the invoice.)

\*Total cost is calculated as the combined lowest hourly rate using 1 hour from each straight time (personnel) category as well as the bucket truck and operator rate, including the % for overhead and profit.

Prevailing Wage Rates Apply per State Requirements

## Attachment

### Cost Portion of Proposal\*

**Third Year 2017-2018**

**Pricing for Personnel Required (Hours are estimates of annual need)**

Description	Type	Quantity(hrs)	Unit Price(Hrly Rate)	Total
Electrician	Straight Time	1000		
Electrician	Overtime	400		
Equipment Operator	Straight Time	300		
Equipment Operator	Overtime	100		
General Laborer	Straight Time	200		
General Laborer	Overtime	100		

### Major Equipment (with Operator as applicable)

Description	Type	Quantity(hrs)	Unit Price(Hrly Rate)	Total
Bucket Truck with operator	Straight Time	200		
Digger/Derrick Truck	Straight Time	200		
Crane	Straight Time	40		
Backhoe	Straight Time	100		
Compressor	Straight Time	100		
Pump	Straight Time	100		
Generator (Site Work Only)	Straight Time	40		

### Other Equipment, Materials and Overhead & Profit

Materials purchased specifically for a repair will be billed at cost (Copies of Invoices to be provided with job invoice).

Rental equipment will be billed at cost (Copies of Invoices to be provided with job invoice).

Vendor stock (shelf items) will be billed at current market value.

Overhead and Profit is \_\_\_\_\_% for total project (This will be a line item on each invoice and the % will be multiplied by the total cost of the invoice.)

\*Total cost is calculated as the combined lowest hourly rate using 1 hour from each straight time (personnel) category as well as the bucket truck and operator rate, including the % for overhead and profit.

Prevailing Wage Rates Apply per State Requirements